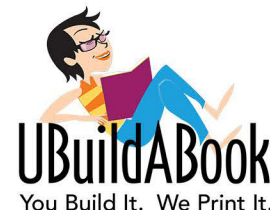# PROOF APPROVAL FORM

Mail: 3075 E. Thousand Oaks Blvd, Suite 11; Thousand Oaks, CA 91362
Phone: 855-828-4532 | **Fax:** 805-738-3036 | **Web:** www.UBuildABook.com

UBuildABook
You Build It. We Print It.

PROOF BOOK SUBMITTED FOR YOUR APPROVAL

We have made every effort to insure that your proof book is correct.   However, ultimate responsibility of the final approval must lie with the customer. **YOU must check EVERY page for any errors or omissions that may have occurred.** Any error or omission which was present in the proof copy (Bound, Unbound or eProof) but discovered after the final proof approval, is the customer's responsiblity.

Please check ONE of the appropriate options and sign below.

PROOF OK AS IS - Full order is Ready to Print.

Cover Approved Only - Covers are Ready to Print, Customer will submit new Content File

Not Approved - Customer will submit new Cover and Content Files

After the first proof book the customer can resubmit their file(s) with changes which includes an eProof (Electronic Proof). After the first resubmission, there will be a $65.00 fee each time the customer resubmits their files. This process will cause a delay in production and may require Rush Fees to meet the NEED BY DATE.

UPLOAD YOUR NEW FILE(S) TO: https://www.hightail.com/u/ubuildabook

Comments About Your Proof

Please indicate your agreement with the following:

I have printed out a hard copy of my book prior to proof approval.

(Please initial)

I agree that the spelling, content and layout are correct. The contents of my book will print exactly as it appears in the proof book or eProof I approved, and that there is a minimum charge of $100 for any changes made after my approval is given and the cost of anything printed after the approval.

(Please initial)

I understand that a slight variation in the color may occur between the proof book and the final production books and that this is considered acceptable.

(Please initial)

Book Title:

Quantity:

Name:

Order Number:
(Optional)

Signature:

Date:

PLEASE RETURN via FAX to 805-738-3036 or email your response to artwork@ubuildabook.com